Homework Assignment Make-Up policy:

Assignments are given in class or posted to the Wiki. Every effort is made to give assignments in advance with clearly stated due dates. If a due date in not stated, the assignment is due in the next class period. All assignments are due at the beginning of the class period on the due date. If a student is absent on the day that an assignment is due, every effort should be made to submit it to Mr Murray via email (send the file or take a picture of the assignment). If the student is too ill to submit the assignment on the due date, the student is responsible to bring the assignment to Mr Murray before the start of school (8am) the next day the student is present at school. If a student is absent on the day an assignment is given, they are responsible for checking the Wiki and reviewing the due date as well as the assignment requirements. It is the student’s responsibility to complete the assignment in a timely fashion, they may ask for clarification the next day they are present at school, and the assignment will be due on the assigned due date (or the following day in certain cases approved by Mr Murray). This policy does not apply to long-term major assignments such as Internal Assessment and Extended Essay.

In Class Assignment and Lab Make-Up policy:

In class activities and laboratories are essential to the learning process, as such students are urged to attend all classes, especially those when activities are planned. If a student misses an in-class group activity, it is the responsibility of the student to review the Wiki and any associated class notes, communicate with classmates for in-class notes and material, and request to make up the missed activity formally using the google form (link below). This request must be made formally using the google form no later than lunchtime (12pm) the day that the student returns to school. In some cases, depending on the nature of the activity, it will be impossible to make up the activity. In these cases the student may be assigned alternate individual work to make up the missed material. If a student misses a lab inquiry, the student may request to make up the lab at a time that is convenient to Mr Murray’s schedule. If the student fails to make up the lab at the designated make up time, the student will earn a zero for that lab. The student must make such request formally the day they return to school. Due to the nature of laboratory work, it is possible that not all labs can be made up, in these cases a student may formally request an alternate assignment. If the alternate assignment is not completed by the deadline assigned, the student will earn a zero. No alternate assignments will be accepted late (above assignment policy DOES NOT APPLY to alternate and make-up assignments). In class presentations are NOT included in this policy. The decision as to whether or not a student can make up an in class presentation will be decided on a case by case basis.

Exam and Quiz Make-Up policy:

If a student is absent on the day of the quiz or exam, they must request to take a make-up quiz or exam. This request must be submitted using the google form below and must be submitted at the beginning of the school day (8am) on the day the student returns to school. Depending on the length of the exam or quiz, the make will be scheduled at a time that is convenient to Mr Murray’s schedule (usually during lunch or snack). If the student misses the make-up exam or quiz the student will earn a zero. A make-up quiz or exam cannot be rescheduled and the above policy does not apply.

[Formal Make-Up Request](https://docs.google.com/a/lapazschool.org/forms/d/1PP90bAiAGIq8pY629OT1RP-ILtO7mt5FHhmy0QHk_PI/prefill)